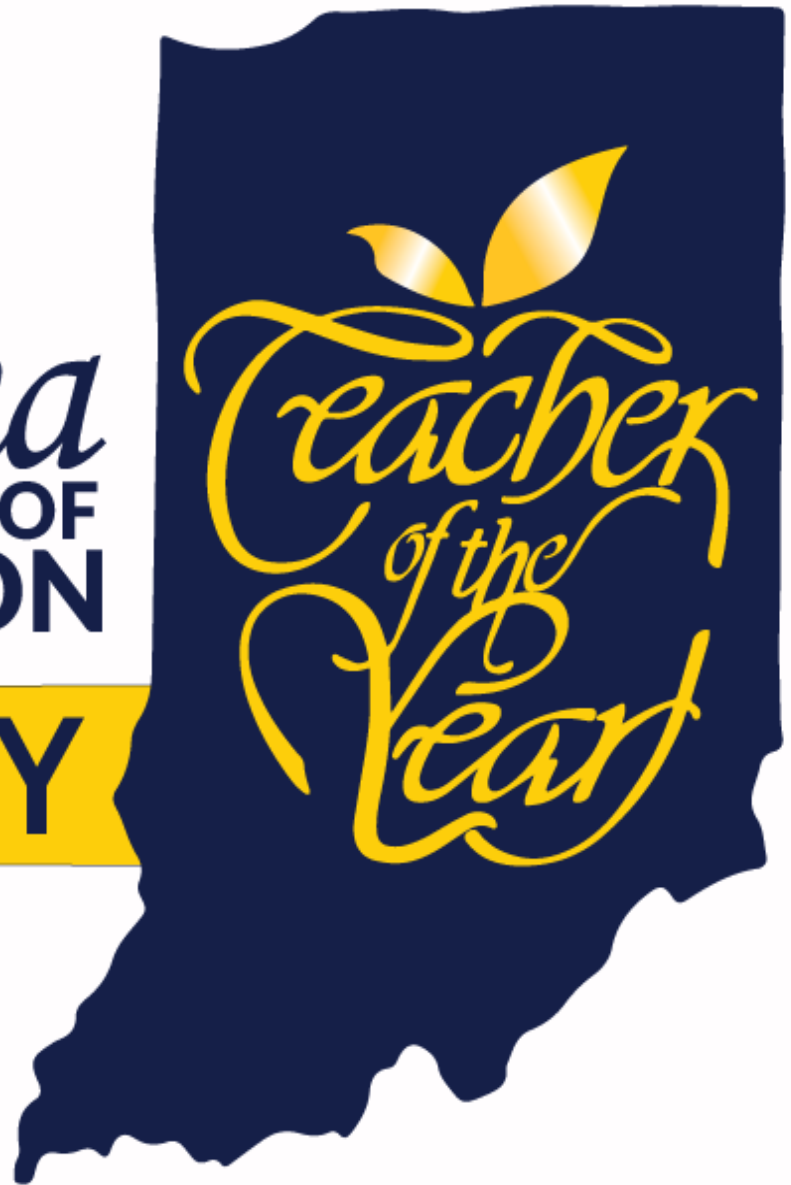


Indiana
DEPARTMENT OF
EDUCATION

INTOY



2018 INTOY Application

March 31, 2017

Dear Superintendents and Principals:

Each year, the Indiana Department of Education in partnership with American Fidelity Assurance conducts the Indiana Teacher of the Year program to recognize outstanding classroom teachers from across the state. One person, in accordance with National Teacher of the Year guidelines, is selected to represent Indiana teachers at the national level.

A candidate for Indiana Teacher of the Year (INTOY) is a teacher in a state-approved or accredited school; prekindergarten through grade twelve, who is planning to continue in an active teaching status. The Indiana Teacher of the Year candidate has the respect and admiration of their colleagues and:

1. Is an expert in their field who guides students of all backgrounds and abilities to achieve excellence.
2. Collaborates with colleagues, students, and families to create a school culture of respect and success.
3. Deliberately connects the classroom and key stakeholders to foster a strong community at large.
4. Demonstrates leadership and innovation in and outside of the classroom walls that embodies lifelong learning.
5. Expresses themselves in an engaging and articulate way.

The Council of Chief State School Officers (CCSSO) sponsors the National Teacher of the Year (NTOY) program and hosts national events that begin in 2018 (and thus minimal release time will be necessary during the 2018 spring semester). The national events include a weeklong workshop to introduce all state Teachers of the Year, a week-long trip to Washington, D.C. for recognition by the President, Educator Space Camp in Huntsville, Alabama, and other workshops with policy makers. Thereafter, IDOE will work with the recipient and their district on designing a sabbatical for the 2018-2019 school year.

Please join me in elevating the teaching profession by rewarding our exceptional teachers.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. McCormick', with a long horizontal flourish extending to the right.












Dr. Jennifer McCormick
Indiana Superintendent of Public Instruction

Qualifications for School District's Teacher of the Year

Candidate/s

District Teacher of the Year recipients are invited to complete the 2018 Indiana Teacher of the Year application by **July 1, 2017**. **New for the 2018 INTOY process, districts are allowed to have two applicants, one elementary and one secondary.** For more information, please see the "Selection Process" pdf at <http://www.doe.in.gov/toy>.

Indiana Teacher of the Year candidate/s must:

-  Be willing and able to fulfill the INTOY duties;
-  Be an exceptionally dedicated, knowledgeable, and skilled teacher in an Indiana accredited public or non-public school, pre-kindergarten through grade twelve, who is planning to continue in an active teaching status (supervisory and administrative responsibilities should be of secondary consideration);
-  Inspire students of all backgrounds and abilities to learn;
-  Have the respect and admiration of students, parents, and colleagues;
-  Play an active and useful role in the community as well as in the school;
-  Be poised, articulate, and able to withstand a taxing schedule;
-  Demonstrate innovative 21st Century skills and continuing professional growth;
-  Meet with classes of students: e.g. a classroom teacher, a special area teacher, instructional coach, counselor, or a library media specialist who also has an instructional role that involves direct work with students for a majority of the work day;
-  Maintain employment in a role such as articulated above, even if her/his specific position changes during the application process;
-  Complete the Indiana Teacher of the Year Application appropriately for consideration as the Indiana Teacher of the Year;
-  District must comply with IC 20-20-4 (Indiana Teacher of the Year Program).


Policy Notification Statement- It is the policy of the Indiana Department of Education not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS '12101, et. seq.) Inquiries regarding compliance by the Indiana Department of Education with Title IX and other civil rights laws may be directed to the Human Resources Director, Indiana Department of Education, 115 West Washington Street, Indianapolis, IN 46204, or by telephone to 317-232-6610, or the Director of the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204.

Application Procedure

**Completed Indiana Teacher of the Year applications must be received by
July 1, 2017**

Application Submission:


 **Application must be emailed to INTOY@doe.in.gov**

 In the **subject line of the email**, title the email according to the format guideline:

- **Last name_2018 INTOYName of School Corporation**


 In the **body of the email**, please list the following information using the formatting guideline below:

- Candidate's Last Name:
- Candidate's First Name:
- School District:
- School Name:
- Subject and Grade Level:
- Candidate's Email:
- Candidate's School Phone #:
- Candidate's Home Phone #:
- Principal's Name:
- Principal's Email:
- School Address:
- School Phone #
- Superintendent's Name:
- Superintendent's Email:
- School District Address:
- School District Phone #:


 Any additional writing in the body of the email is unnecessary and will not be considered when reviewing the application.


 The application should be sent as 1 PDF attachment and titled:


- Last Name_2018 INTOY_ Name of School Corporation


 The Headshot should be sent as 1 JPEG attachment and titled:


- Last Name_2018 INTOY_ Name of School Corporation


 Please do not mail any documents.


 Please provide **all** information requested in the application form.


 Limit your answers to the number of pages or words requested in each section.


 Each page must contain a header that indicates which section that page represents.


 Type font must be easy to read and no smaller than 10 point.

 There is no margin size restriction limit, but be mindful and ensure that type does not extend past the page when printed.

 Check and recheck narratives for spelling and typographical errors. While a typo may not eliminate a candidate, it certainly reflects unfavorably.

 A previously nominated candidate's portfolio must be updated with current information in order to be considered by the screening and selection committees.

 Do not include hyperlinks in the body of the portfolio. If needed, share desired images of the web link within the Additional Information section.

 Portfolio should be written in the teacher's own words; if sources are used, please make sure to cite appropriately or the application will be disqualified.

Indiana Teacher of the Year Application Section Requirements

I. BASIC INFORMATION SHEET

This section must:

- Be the **cover** page of the application packet;
- Be filled in completely and fit on one page;
- Contain signatures of the school district superintendent, candidate and principal;
- Be typed and scanned into the portfolio (In the pdf application page 9, click “Fill & Sign” in the top right corner; “Add Text”, enter information, print single page, acquire signatures, and scan as first page of application).

II. EDUCATIONAL HISTORY AND PROFESSIONAL DEVELOPMENT ACTIVITIES

(15 points)

Please limit your response to two typed, double-spaced pages.

Beginning with the most recent:

- List colleges and universities attended including graduate studies;
- Indicate degrees earned and dates of attendance;
- Indicate all Indiana licensures;
- List teaching employment history beginning with the most recent and indicate time period, grade level, and subject area;
- Include professional association memberships; offices held, service on committees, commissions, task forces, and other relevant activities;
- List leadership activities in staff development and the training of future teachers;
- Include awards and other recognition.

This section must:

- Adhere to the formatting guidelines;
- Utilize a creative, but professional, layout;
- Be clear, organized, and easy to read and follow.

III. STUDENT ENGAGEMENT (5 points)

Describe a lesson or unit that defines you as a teacher. How did you engage all students in the learning and how did that learning influence your students? How are your beliefs about teaching demonstrated in this lesson or unit?

Please limit your response to a maximum of 750 words.

IV. SCHOOL CULTURE (5 points)

Describe a project or initiative you have been involved in that contributed to the improvement of overall school culture. What was your role, how did you involve others, and what is the state of the project today? Please include evidence of student impact.

Please limit your response to a maximum of 500 words.

V. COMMUNITY LEARNING (5 points)

How do you ensure that education transcends the classroom? Describe specific ways in which you connect your students and the community. Please include evidence of student impact.

Please limit your response to a maximum of 500 words.

VI. EDUCATION ISSUES AND TRENDS (5 points)

What do you consider to be a major public education issue today? Describe why this is important to you, and how you are leading from your classroom.

Please limit your response to a maximum of 500 words.

VII. INDIANA TEACHER OF THE YEAR MESSAGE (15 points)

As the 2018 Indiana Teacher of the Year, you serve as a spokesperson and representative for teachers and students. What is your message? What will you communicate to your profession and to the public?

Please limit your response to a maximum of 750 words.

Ensure the Indiana Teacher of the Year Message impacts:

- Teachers
- Students
- Parents
- Legislators
- Educational Organizations

VIII. LETTERS OF SUPPORT (15 points)

Include three letters of support.

These letters of support do not need to be double-spaced.

Please provide letters of support from any of the following individuals:

- District superintendent (**Required**)
- Principal
- Instructional Coach
- Department Head
- Colleague
- Current or former student
- Parent
- Legislator
- Educational Organization or Association
- Community leader

Letters of support requirements:

- Addressed to the **Teacher of the Year Screening and Selection Committees**;
- No longer than **one page for each** letter of support;
- Scan and insert letters of support into this section of the portfolio;
- Letters must show an **original signature** ;
- An effective letter of support contains evidence of personal knowledge of the teacher and an indication of the qualities that would qualify the candidate to be Indiana's Teacher of the Year;
- Additional letters may be included in the *Additional Information* section as long as this does not extend the page requirements in that section.

IX. ADDITIONAL INFORMATION (10 points)

We want to know more about what makes you a great educator!

This is an additional opportunity to highlight your accomplishments and demonstrate the impact that you have on your students, school, and community.

Please limit to no more than four pages. Be creative with the allotted space.

In this section, please feel free to include materials such as:

- Student or class data
- News clippings
- Published articles
- Innovative programs
- Classroom activities
- Sample speech
- Lesson plans
- Community projects
- Photos
- Any other information that you would like to share with the Screening & Selection Committees

X. PUBLICITY BIOGRAPHY PARAGRAPH: (*must be complete or application is ineligible*)

- Limit the length of your biography to roughly 10 sentences in third person

Special Attachment:

Headshot: 5x7 inch or larger in JPEG format (*must be complete or application ineligible*)

- In one email, attach this JPEG image along with the INTOY portfolio when submitting

Publicity Biography and Headshot will be used for:

- INTOY Website
- INTOY Program
- INTOY Banquet
- IDOE Press Releases
- IDOE Communication Department

Indiana Teacher of the Year

Basic Information Sheet

Candidate	
Name:	Home Phone:
Home Address:	Office Phone:
City, State, Zip:	Email Address:
Subject and Grade Level:	Average Number of Students Instructed Annually:
Total years of experience:	Years in present position:
School/ Building Principal	
Name:	Phone:
School Name:	
School Address:	Principal Email:
City, State, Zip:	Total Building Number of Students:
School District/ Superintendent	
Name:	Phone:
District Name:	
District Address:	Superintendent Email:
City, State, Zip:	Total District Number of Students:

The superintendent acknowledges that the nominee submits this application with their approval. If a district candidate is selected as the 2018 Indiana Teacher of the Year, they are granted permission to be released minimally from classroom responsibilities during their year of recognition (*spring semester of 2018*) and an INTOY year of service (*2018-2019 school year*) in order to fulfill the obligations inherent in this honor. The district candidate also agrees to the INTOY roles and responsibilities if selected as the Indiana Teacher of the Year. We hereby give our permission that any or all of the following materials may be shared with persons interested in promoting the Indiana Teacher of the Year program.

Superintendent's signature: _____

Principal's signature: _____

Candidate's signature: _____

**Indiana Teacher of the Year is presented in partnership by the
Indiana Department of Education and American Fidelity
Assurance**



Indiana Teacher of the Year Sponsors



Indiana Teacher of the Year Special Contributors

